

FINANCE ADVISORY COMMITTEE

§ 33.035 CREATION; MEMBERSHIP.

(A) The Finance Advisory Committee is hereby established and shall consist of seven voting members qualified by experience or training in financial principles; appointed by the Mayor with the concurrence of the City Council.

(B) In recognition that government finance is a specialized area of knowledge, it is highly desirable that each of the members possess knowledge of governmental accounting or governmental financial operations. Additionally:

(1) A committee member shall be a qualified registered elector of the city, the Humboldt County Service Area No. Three, or be the owner of a business located within the city limits. However, in no event shall less than a majority of the committee be made up of qualified registered electors of the city, the Humboldt Community Services District, or the Humboldt County Services Area No. Three, as defined in Chapter 10 of this code.

(2) Initially, four members shall serve two years, and three members shall serve year. Thereafter, members shall serve two year overlapping terms.

(3) No voting member shall be an elected or appointed official of the city, a city employee, nor shall he or she have immediate family members who are elected or appointed officials or employees of the city.

(4) The City Manager and the Director of Finance, or their designees, shall serve as ex officio non-voting members of the committee.

(5) The officers of the committee shall be the Chairperson and Vice Chairperson, who shall be selected by the committee from among their membership. The City Manager, or his designee, shall serve as Secretary to the committee. The Chairperson shall preside at all committee meetings. The Vice Chairperson shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence. The Secretary shall prepare agendas and shall give notice of regular and special meetings of the committee.

(6) Members of the committee shall serve without compensation. However, members shall be reimbursed for expenses incurred in carrying out their duties.

(7) Committee members may be required to file statements of economic interest in accordance with the Cal. Gov't Code.

(8) Any member missing more than three consecutive regular meetings of the committee, without prior authorization from the Mayor, shall be considered to have resigned from the committee. Any member of the committee may be removed at any time and without cause by a majority vote of the City Council.

(Ord. 612-C.S., passed 1-7-97)

§ 33.036 DUTIES.

(A) The Finance Advisory Committee shall advise the City Council on matters pertaining to the state of city finances, and may be called upon by the City Council to review, analyze and recommend improvements or resolutions to problems in the areas of financial planning, revenue generation, budgeting, purchasing, financing, and auditing.

(B) The committee shall review the draft city budget as prepared by the City Manager for presentation to the City Council. The committee may recommend changes in Council policy regarding revenue generation, collection, and investment; budgeting; general or capital expenditures; or accounting procedures and internal controls. The committee may recommend improvements in future budget documents and financial reports with an eye to readability and good communication of the state of city finances to the public. The committee may recommend privatization, or consolidation, or other means of cost savings and higher efficiencies.

(C) The committee shall, from time to time, assist in the selection of city auditors; shall review the scope, content and timing of audits of city funds and the efficiency of the process; and review and comment on recommendations and problems identified by the auditor in the audit report and management letter.

(Ord. 612-C.S., passed 1-7-97)

§ 33.037 CONDUCT OF MEETINGS.

(A) Regular meetings of the committee shall be scheduled at a time and place agreed upon by the committee which will facilitate the attendance and input of the public.

(B) Special meetings may be called at any time by the Chairperson or three or more members.

(C) All meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Cal. Gov't Code § 54950).

(D) A quorum shall consist of four or more voting members of the committee. Each committee member shall be entitled to one vote. Approval of any matter requires an affirmative vote from the majority of the members present.

(Ord. 612-C.S., passed 1-7-97)

§ 33.038 NON-INTERFERENCE.

The purpose, duties and responsibilities of the committee shall not be construed to limit or interfere with the City Manager's responsibilities to construct and recommend the annual budget to the City Council, nor to control it upon adoption, nor to intercede between the City Manager and the City Council on budget recommendations or other financially related matters, nor to restrict or limit the City Manager's budgetary relationship to departmental staff, nor to interfere or impede departmental operations, nor

to interfere with the City Manager's relationship with labor organizations or groups of city employees or individual employees.
(Ord. 612-C.S., passed 1-7-97)